

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3503**



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Personnel

MANAGEMENT OF FLYING PERSONNEL

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This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*, and outlines the policies pertaining to USAF Academy rated personnel. This instruction applies to all United States Air Force Academy (USAFA) personnel. This publication applies to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AF Manual (AFMAN) 33-363, *Management of Records*, and are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This interim change updates paragraph 3.1.1. Powered Flight. A margin bar (|) indicates revisions from the previous edition.

1. Policies. HQ USAFA/A1K will work to ensure Academy Mission Partner (MP) rated manning levels mirror United States Air Force (USAF) rated manning entitlements pertaining to each particular weapon system. MP commanders or directors, through their respective MP

Flying Coordinator (see paragraph 2.), in conjunction with the Chief, HQ USAFA/A1K and the 306th Flying Training Group Commander (306 FTG/CC), will select and release rated faculty/staff personnel to support Academy flight programs. Selected rated personnel will then be attached to USAFA airmanship programs in authorized gate credit positions.

1.1. Authorized airmanship programs. Authorized 306 FTG airmanship programs for attached USAFA rated members: 94th Flying Training Squadron (94 FTS) (Soaring), 98th Flying Training Squadron (98 FTS) (Jump), 557th Flying Training Squadron (557 FTS) (Powered Flight). Rated personnel in the grade of O-5 and below who are selected and released by their MP commander/director and medically cleared to fly will fulfill both their MP and rated responsibilities.

1.2. Rated personnel assigned to gate credit positions will have a prefix (P for pilot, N for navigator) added to their Air Force Specialty Code (AFSC) (if not designated as 11XX for pilots and 12XX for navigators) and be in Aviation Position Indicator (API) codes 3, 4, 6, or 8. Assignment of prefixes must be coordinated through 306 OSS/OSOF (306 FTG HARM) and HQ USAFA/A1K.

1.3. Commanders, directors, and department heads must recognize and support the flying time commitment. Attached pilots' primary duties include flight operations. This instruction assumes each attached flyer will spend 25 percent of their on-duty time performing flying duties. An officer's MP responsibilities and flying duties carry equal weight in accomplishing the overall USAFA mission.

1.4. Initial scheduling of rated duties in a formal course will be made by 306 FTG/CC (POC: 306 FTG Registrar) in coordination with HQ USAFA/A1K and respective MP Flying Coordinator.

1.5. Each flying program may have a prescribed Active Duty Service Commitment (ADSC) and expected payback. Personnel selected to support USAFA Airmanship programs are expected to be attached for a minimum period of two years for program viability and planning purposes. They will also be expected to perform rated flying duty in accordance with (IAW) the guidelines in paragraph 3.

1.6. Newly assigned pilots will be scheduled by 306 OSS/OSTR (306 FTG Registrar) to begin flying in the first available training class after their arrival in the local area. Exceptions will be coordinated through the 306 FTG Registrar, the rated officer's MP Flying Coordinator, and HQ USAFA/A1K.

1.7. Rated faculty and staff members in the rank O-6 and above can fly as mission needs dictate. Active flying justifications for O-6 or higher not covered by an approved Manpower Standard need approval of AF/DPO IAW AFI 38-201, *Management of Manpower Requirements and Authorizations*, coordinated with the 306 FTG/CC and owning MP. Local approval authority for exceptions in this paragraph is HQ USAFA/A1.

1.7.1. When rated faculty and staff members in the rank O-6 and above participate in Academy Flying Programs, priority to attached status will be given to junior-ranking rated personnel who must maintain currency or accrue gate months. This may require O-6s to halt their participation to meet the mission requirements of the AF as a whole.

1.8. Reservists must be assigned in a full-time status to a valid flying Reserve position to be considered for attached duties. Verification for attachment of these individuals will be coordinated and provided by the Air Reserve Personnel Center.

2. Flying Coordinators. Each MP and the Direct Reporting Unit (DRU) staff will appoint a Mission Partner Flying Coordinator to serve as his/her representative for flying matters. The Flying Coordinator is the unit's representative for questions, information, policies, and problems involving units of the 306 FTG and the supported USAFA flying programs.

3. Specific Programs:

3.1. 557 FTS.

3.1.1. Powered Flight. Pilots will be qualified as powered flight instructors and will fly one sortie every other day (20 sorties per course for AOCs) during the academic year. Each pilot will fly full-time for one summer period annually with the exception of those assigned to the DRU staff who may opt to fly one sortie every other day through the summer periods.

3.1.2. Flight Test Techniques. Specific workload requirements will be governed by the appropriate USAFA directives in coordination with the 557 FTS. Pilots are expected to participate in flying operations two to three days per week, as needed, to support program requirements. Flight Test Techniques sortie opportunities are very limited and are restricted to selected department faculty members and others chosen by the 557 FTS and the relevant course director.

3.2. 98 FTS. Attached UV-18 pilots will fly an average of five days per month, including one Saturday. Pilots will also support one deployment per year (Spring Training, Thanksgiving, and/or Winter Break) and will participate in one summer period.

3.3. 94 FTS. Pilots will be qualified as a soaring instructor pilot and support the 94 FTS as required. Pilots will fly two to three periods per week including one Saturday per month, if required, to support program requirements. Each pilot will be available for one summer period annually and one holiday period such as Spring Break or Winter Break every other year.

4. Program Management.

4.1. Reports. HQ USAFA/A1K will maintain and publish a roster of all Academy attached flyers each September that includes each officer's assigned Academy department, date of arrival at USAFA, total gate months completed, flying duty start date, flying squadron assignment, and projected departure.

4.2. Attachment for flying duties. Priority for attachment will be given to those rated Academy faculty and staff with fewer than 120 gate months. USAFA and Air Education and Training Command (AETC) will determine the annual attached flyer requirement based on flying program needs. HQ USAFA/A1K, in its annual review, may recommend changes in MP participation to reflect the proportion of valid rated positions on the respective MP's Unit Manpower Document.

4.3. Removal from flying duties. HQ USAFA/A1K will remove attached pilots based upon 306 FTG/CC recommendations in coordination with the MP Flying Coordinator. MP Flying Coordinators will coordinate removals with their commander, director, or department head.

5. Requests for policy deviation, suggestions for policy revisions, and any questions will be submitted to HQ USAFA/A1K through the appropriate Mission Partner Flying Coordinator.

JOHN T. LINN, Colonel, USAF
Director, Manpower and Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 38-201, *Management of Manpower Requirements and Authorizations*, 26 Sep 2011

AFMAN 33-363_USAFASUP, *Management of Records*, 9 Sep 2009

AFPD 36-35, *United States Air Force Academy*, 25 May 2011

Adopted Forms

AF Form 480, *Aircrew AFSC/Active Flying Justification*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADSC—Active Duty Service Commitment

AETC—Air Education and Training Command

AF—Air Force

AFPD—Air Force Policy Directive

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFSC—Air Force Specialty Code

API—Aircrew Position Indicator

DRU—Direct Reporting Unit

FTG—Flying Training Group

FTS—Flying Training Squadron

MP—Mission Partner

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

USAF—United States Air Force Academy